



U.S. Department
of Transportation
**Federal Aviation
Administration**

February 18, 2014

Dear Forum Participant,

The Federal Aviation Administration (FAA) has scheduled Aeronautical Charting Forum (ACF) meeting 14-01 for April 29th through May 1st, 2014.

The Instrument Procedures Group (IPG) meeting is scheduled for one day and will meet from 8:30 AM to 5:00 PM on Tuesday, April 29th. The Charting Group meeting is scheduled for two days and will meet from 8:30 AM to 5:00 PM on Wednesday, April 30th and Thursday, May 1st. Dress is business casual.

The ACF will be hosted by MITRE, 7515 Colshire Drive, Conference Center, McLean, VA 22102. A listing of local hotels, directions, and other information is available at <http://aeronav.faa.gov/index.asp?xml=aeronav/acf>.

NOTE: *ALL attendees, please be sure to review the security requirements listed below:*

Security Requirements:

- **U.S. citizens:** A federal or state issued picture I.D. is required.
 - Personnel with a U.S. Government badge (FAA, DOT, etc.) will be issued a “Non-Escort” badge
 - All other personnel will be issued an “Escort Required” badge
- **Non-U.S. citizens:** A passport is required.
Additionally, please forward the following information to Al Herndon at <mailto:aherndon@mitre.org> no later than **April 15:**
 - Name
 - Country of Citizenship
 - Company/Organization Representing
 - Country of Company/Organization
- **Foreign nationals who fail to provide the above information will not be allowed entrance – NO EXCEPTIONS**

As in the past, we are requesting that you send us information on new forum agenda items using the appropriate attached forms. Please mail or e-mail (preferred) completed forms to the appropriate addressee below **no later than April 8th**.

NOTE: *We will no longer accept late submissions unless the issue is deemed important enough for exception by the applicable Co-Chair. This will ensure all meeting materials and new agenda items are prepared and circulated for review prior to the meeting.*

For issues relating to the Instrument Procedures Group (IPG):

Mr. Thomas Schneider
FAA/AFS-420
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Oklahoma City, OK 73125

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E-mail: thomas.e.schneider@faa.gov

Info copy to: Mr. Steve Van Camp
(Contract Support) AFS-420
P.O. Box 25082
Oklahoma City, OK 73125

Phone: (405) 954-5327
E-mail: steve.ctr.vancamp@faa.gov

For issues relating to the Charting Group (CG):

Ms. Valerie Watson
FAA AeroNav Products, Quality Assurance and
Standards, AJV-3B
1305 East West Highway
SSMC 4 - Station 3409
Silver Spring, MD 20910

Phone: (301) 427-5155
Email: valerie.s.watson@faa.gov

Info copy to: Mr. Alex Rushton
FAA AeroNav Products, Quality Assurance and
Standards, (Contract Support) AJV-3B
1305 East West Highway
SSMC 4 - Station 3357
Silver Spring, MD 20910

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Email: alex.ctr.rushton@faa.gov

Minutes of the Instrument Procedures Group 13-02 meeting, which was held on October 29, were electronically distributed on December 3, 2013. Copies of the minutes and other pertinent information relating to the IPG may be obtained on the ACF-IPG page of the AFS-420 web site: http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs400/afs420/acfigp/

Minutes of the Charting Group 13-02 meeting, which was held on October 30-31, were electronically distributed on January 7, 2014. Copies of the minutes and other pertinent information relating to the Charting Group may be obtained on the AeroNav Services web site at: <http://aeronav.faa.gov/index.asp?xml=aeronav/acf>.

We ask that you review all open items from the previous meeting and be prepared to discuss those assigned to you or of interest to your organization. We look forward to your participation at the upcoming forum.

Thomas E. Schneider
Co-Chair, Aeronautical Charting Forum,
Instrument Procedures Group

Valerie S. Watson
Co-Chair, Aeronautical Charting Forum
Charting Group

Enclosures Recommendation Form (IPG)
Recommendation Form (Charting Group)

AERONAUTICAL CHARTING FORUM
Instrument Procedures Group
Meeting 14-01 – April 29, 2014

RECOMMENDATION DOCUMENT

FAA Control # _____

Subject:

Background/Discussion:

Recommendations:

Comments:

Submitted by:

Organization:

Phone:

E-mail:

Date:

Please send completed form and any attachments to:
thomas.e.schneider@faa.gov and cc: steve.ctr.vancamp@faa.gov

AERONAUTICAL CHARTING FORUM
Charting Group
Meeting 14-01 – April 30 – May 1, 2014

RECOMMENDATION DOCUMENT

FAA Control # _____

Subject:

Background/Discussion:

Recommendations:

Comments:

Submitted by:

Organization:

Phone:

E-mail:

Date:

Please send completed form and any attachments to:
Valerie.s.watson@faa.gov and cc: alex.ctr.rushton@faa.gov